



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 5354.2
ITCOOE

10 Aug 2001

SPAWARINFOTECHCENINST 5354.2

Subj: PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT FOR MILITARY
AND CIVILIAN PERSONNEL

Ref: (a) OPNAVINST 5354.1E

Encl: (1) Space and Naval Warfare Information Technology Center
Prevention of Sexual Harassment Policy

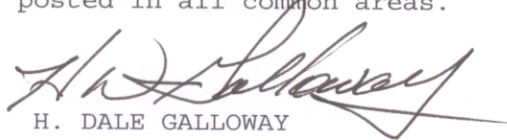
1. Purpose. To provide the Director, Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) Prevention of Sexual Harassment Policy statement.

2. Policy. This policy statement emphasizes the responsibilities of all military and civilian personnel assigned to SPAWARINFOTECHCEN as it pertains to the Prevention of Sexual Harassment.

3. Action

a. Immediate supervisors will ensure that a copy of enclosure (1) is disseminated to each employee.

b. SPAWARINFOTECHCEN (ITC00E) will ensure the Director's Prevention of Sexual Harassment Policy Statement is posted in all common areas.


H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1)
Lists A, B, C, D, and E

SPAWAR*Information Technology Center
New Orleans***SPACE AND NAVAL WARFARE INFORMATION TECHNOLOGY
CENTER PREVENTION OF SEXUAL HARASSMENT POLICY**

Every member of the Department of the Navy should be aware of the unlawful nature of sexual harassment. For the past several years, it has been the subject of leadership attention and the topic of mandatory training sessions throughout the Navy and the Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN). Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature when:

- a. Submission to, or rejection of, such conduct is made, either explicitly or implicitly, as a part of a person's job, pay, or career; or
- b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or
- c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment involves conduct that a reasonable person would find sexual in nature. The behavior does not need to be overtly sexual, such as requests for sexual favors. Sexual harassment is present if the behavior creates an offensive work environment. Examples include sexual slurs or jokes, the display of sexually suggestive pictures or written material, unwelcome touching, obscene language or gestures, leering or staring, and similar behavior. Although some people believe this type of behavior is harmless, insignificant or even humorous, it is sexual harassment if the behavior creates an offensive environment for a reasonable person.

Sexual harassment is unacceptable behavior, which negatively impacts morale, unit cohesiveness, and personnel readiness. Sexual harassment will not be tolerated, neither in the workplace nor at command sponsored social, recreational, or sporting events, regardless of location. Furthermore, I will not tolerate acts of reprisal, which is the wrongful taking of unfavorable action against a person or withholding of favorable actions from a person solely in response to the person reporting an incident of alleged sexual harassment. Reports of sexual harassment will be promptly investigated and disciplinary action will be swift in substantiated cases, including those cases involving supervisory personnel, who condone or ignore such misconduct. Likewise, individuals who knowingly make false accusations of sexual harassment will be subject to appropriate disciplinary action.

The prevention of sexual harassment exemplifies the Navy's goal to uphold the highest standards of leadership and personal conduct. I expect every civilian and military member of SPAWARINFOTECHCEN to support this policy and to work with me to achieve an environment free from unlawful harassment and/or discrimination.

H. DALE GALLOWAY

Enclosure (1)